

JOB OPPORTUNITY

Franchise Tax Board is an equal employment opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☒ Permanent Full-time ☐ Permanent Intermittent ☐ Limited-term (Temporary) Length ____ ☐ Formal Training and Development Assignment

Position Title: Section Manager

Classification: DPM III

Location 11120 International Drive, Rancho Cordova

Section/Unit: CCSAS Project/Site Coordination
Section

Salary Range: \$6884-7968

Number of Vacancies: 1

Job Description: (includes typical duties)

Under the general direction of the Project Administration and Network Services Bureau Project Director, the incumbent will perform a variety of the most complex tasks to support the implementation of the statewide system component of the California Child Support Automation System. Activities include: directing and participating in statewide implementation activities, participating in the development and review of various implementation work products, developing and administering work plans, appropriately using resources to complete assignments and analyzing issues and change requests for implementation related impacts.

Required Knowledge, Skills, Abilities:

- Experience managing staff on technology projects
- Ability to analyze data and complex situations, and recommend appropriate action with minimal direction
- Communicate verbally and in writing with all levels of project management, project staff, stakeholder representatives, the business partner, and county staff
- Strong knowledge of and experience with personnel policies and practices
- Ability to use MS Office software (Word, Excel, Access, PowerPoint, MS Project) to create a variety of work products
- Knowledge of project management methodologies, tools and software development lifecycle activities
- Strong customer service orientation
- Ability to manage time and activities to complete concurrent assignments timely
- Ability to work well independently or as a team member
- Ability to establish and maintain good working relationships with project staff, business partner, and stakeholder representatives
- Flexibility and willingness to adapt to changes in priority and/or workload demands

Desirable Experience/Qualifications:

- Experience with the conversion and implementation of large information technology systems and business processes
- Familiarity with the CCSAS Project
- Familiarity with the California Child Support program
- Ability to use Project Management software (Primavera, PM Office)

Mail or hand deliver your application by: June 18, 2007

Contact Person: Katie Horn, CCSAS Project MS M-1

Telephone Number: 916-845-7861

Address/Room Number: Exam Unit, PO Box 550, Sacramento CA 95812-0550 Attn: Exams Katie Horn MS M-1

Special Instruction: **FTB Employees Hand Deliver or Route To Katie Horn at M/S M-1**

Please submit a State Application STD 678 and your most current performance report.

To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list, or have reinstatement eligibility. **Applications will be screened and only the most qualified applicants will be interviewed.**

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.